

## **ACE READING CLUB VOLUNTEER/ SERVICE LEARNING OPPORTUNITIES**

The Club is a community-based youth reading program that strives to inspire and encourage students to read and enjoy books, develop a life long interest in reading, and explore a basic skill for success. The Club is voluntary and open to all children in grades K thru 12 who attend school or live in Greenbelt. The Club visits local schools and venues to promote reading through several unique activities and events. The goals of the ACE Reading Club are:

- To provide quality interactive and fun reading-related activities, games, projects, and support tools.
- To promote reading for pleasure among students in Greenbelt.
- To measure the effect of the ACE Reading Club on students' reading enjoyment, and to some extent, reading ability.
- To provide useful information and tools to parents and teachers to assist in the development of young readers in the classroom and at home.
- To demonstrate to potential partners (business, academic, and media) the worth of reading for pleasure.
- To have fun.

Here is a complete list of programs, events, activities, and contests that the ACE Reading Club offers. Please note that additional programs may be added throughout the year. For complete details on each program including descriptions, time commitment, possible service hours available, and volunteer responsibilities please read the following pages.

Youth Writing Contest (grades 6-12)  
Essay Contest (grades 3-5)  
Coloring Contest (grades k-2)  
Greenbelt Youth Literary Showcase  
Create-a-Book/Literary Magazine Release Party  
Back to School Nights  
School Club Meetings  
Summer Club Meetings  
Book-It Television Programs  
Teen Book Discussion Groups  
Parent/Child Book Discussion Groups  
Book Buddies  
ACE Reading Club website  
Monthly Newsletter  
Monthly Activity Calendar  
Reading Records

Students can also earn service learning hours through volunteering as an administrative assistant.

**Students will need to complete a Volunteer Information Form before beginning service. To learn more about earning service learning hours through the ACE Reading Club or to request a Volunteer Information Form please contact:**

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City of Greenbelt-CARES

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<b>Program:</b>	<b>School Club Meetings</b>
<b>Description:</b>	Club meetings will be conducted in the school after the academic school day. This activity should result in 3-5 club meetings a month. Activities offered during Club meetings will include reading-related games, crafts, creative writing, Book-It tapings for the city's cable channel, the Create-A-Book Project/ Literary Magazine, and read-aloud sessions. Club meetings will be 1 to 1 ½ hours in length.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with set-up and clean up of the meeting, creating, preparing and facilitating activities, assisting students with activities, and other duties as assigned.
<b>Time Commitment:</b>	Meetings begin in October. Meetings are held on Tuesdays and Wednesdays. Hours vary each week depending on which school is being visited. Times include: 2:30pm – 4:00pm (SHL), 3:30pm - 5:00pm (GES), 3:45pm – 5:00pm (GMS), 3:15pm – 4:45pm (MES). Additional prep work is required. This prep work will often occur at home, during a time selected by the volunteer.
<b>Service Hours Earned:</b>	3.5 hours per meeting

<b>Program:</b>	<b>Book-It Television Program Tapings</b>
<b>Description:</b>	The Book-It television programs feature Greenbelt students sharing reading-related projects including artwork, original poetry and stories, original board games, book commercials, original skits, book discussions, book reviews, and more. Tapings occur in the Municipal Building, GATE Studios, the Community Center, or the public library.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with set-up and clean up of the taping, prepare artwork or other materials, organize students, assist with data entry, assist with student prep. and other duties as assigned.
<b>Time Commitment:</b>	Please see calendar of events for dates and times. Volunteers are need to report 15 minutes prior to, and stay after 15 minutes from the specified times.
<b>Service Hours Earned:</b>	3 Hours per taping

<b>Program:</b>	<b>Teen Book Discussion Group</b>
<b>Description:</b>	Teen Book Discussion Groups will focus on students aged 13-17. Teen Book Discussions will involve discussion of a book, as well as refreshments and socializing. These programs will be 1 to 1 ½ hours in length and will be located in the Municipal Building, Greenbelt Community Center, public library, or other public venue within Greenbelt.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with set-up and clean up of the program, prepare artwork or other materials, organize students, assist with data entry, assist with student prep. and other duties as assigned.
<b>Time Commitment:</b>	Please see calendar of events for dates and times. Volunteers are need to report 15 minutes prior to, and stay after 15 minutes from the specified times.
<b>Service Hours Earned:</b>	4 hours per meeting

<b>Program:</b>	<b>Parent/Child Book Discussion Group</b>
<b>Description:</b>	Parent/ Child Book Discussion groups will focus on the family. Parent/Child Book Discussions will involve discussion of a book, as well as refreshments and socializing. These programs will be 1 to 1 ½ hours in length and will be located in the Municipal Building, Greenbelt Community Center, public library, or other public venue within Greenbelt.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with set-up and clean up of the program, create and prepare artwork or other materials, organize students, assist with data entry, assist with student prep. and other duties as assigned.
<b>Time Commitment:</b>	Please see calendar of events for dates and times. Volunteers are need to report 15 minutes prior to, and stay after 15 minutes from the specified times.
<b>Service Hours Earned:</b>	4 hours per meeting

<b>Program:</b>	<b>Book Buddies</b>
<b>Description:</b>	Book Buddies is an activity for students of all ages. Book Buddies will involve high school students reading a book to younger students, as well as refreshments and socializing. These programs will be 1 to 1 ½ hours in length and will be located in the Municipal Building, Greenbelt Community Center, or the public library.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with set-up and clean up of the program, read to the younger students, create and prepare artwork or other materials, organize students, assist with data entry, assist with student prep. and other duties as assigned.
<b>Time Commitment:</b>	Please see calendar of events for dates and times. Volunteers are need to report 15 minutes prior to, and stay after 15 minutes from the specified times.
<b>Service Hours Earned:</b>	3 hours per meeting

<b>Program:</b>	<b>Administrative Assistant</b>
<b>Description:</b>	Administrative Assistants support ACE Reading Club programs through helping with "behind the scenes" tasks.
<b>Volunteer Responsibilities:</b>	The volunteer will assist with office tasks including data entry, program development, set-up/break-down of special events, flyer distribution, writing press releases, stuffing envelopes, contacting members, making copies, creating publications via the computer such as the monthly newsletter and activity calendar, assisting with contest tasks, and other duties as assigned.
<b>Time Commitment:</b>	Schedule varies according to student's availability. Special events can take place anytime during the day or evening. Office hours are generally Tuesdays and Fridays from 9:30am- 1:30pm including school holidays and the summer. Office hours are flexible if students need to work later in the afternoon or days other then Tuesdays/Fridays. Once accepted as a volunteer, students will need to contact the Program Coordinator to determine a schedule.
<b>Service Hours Earned:</b>	Hours vary depending on student's schedule. Students will need to contact the Program Coordinator to determine a schedule.